

# **National Institute of Standards and Technology**

# **SURFing Application Checklist**

**Application Deadline: February 15**

Complete this checklist before sending the SURF Application. (Please refer to the Federal Register announcement for details. This checklist should be submitted along with the application.)

## **TO BE PROVIDED BY INSTITUTION:**

- ☐ SF 424 (Rev 4/92) - Application for Federal Assistance
- ☐ SF 424A (Rev 4/92) - Budget Information
- ☐ SF 424B (Rev 4/92) - Assurances
- ☐ CD 511 (7/91) - Certification Regarding Debarment....
- ☐ Institution Description and Formal Proposal (Typically 2-3 pages with a brief department description and including the names of the students being nominated.)

## **TO BE PROVIDED BY EACH STUDENT:**

- ☐ Student Application Form
- ☐ Current official transcript
- ☐ Personal statement (including statement of research interests)
- ☐ Resume
- ☐ Two letters of recommendation

**Mail Applications to:**  
**Anita Sweigert**  
**NIST**  
**100 Bureau Drive, Stop 8400 (221/B160)**  
**Gaithersburg, MD 20899-8400**